

**Job Description**  
**By-Law Enforcement Officer**

<b>Position:</b> By-Law Enforcement Officer	
<b>Reports To:</b> Chief Building Official	<b>Revised:</b>
<b>This Position Is:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Revised	

**Job Summary:**

Reporting to the Chief Building Official, the By-law Enforcement Officer enforces Municipal By-Laws by identifying and investigating alleged municipal by-law offences, negotiating compliance with property owners through verbal and written communication, and proceeding with legal action (e.g. ticketing or attendance in court) in accordance with applicable legislation and regulations. This position will inspect properties, vehicles, and buildings to ensure conformance with various by-laws including, but not limited to, parking, property standards, signs, noise, littering, animal control.

**Duties and Responsibilities:**

- Perform inspections throughout the Municipality, both proactively and reactively to ensure compliance with Municipal By-Laws.
- Investigate complaints and compliant areas and complete files from start to finish.
- Conduct all relevant inspections, orders or notices relating to regulations violated, in accordance with established procedures.
- Issues, tickets, fines, and Provincial Offence Notices where necessary and provides any necessary reports required.
- Issues penalties under the Administrative Monetary Penalties System (AMPS) By-Law.
- Conduct duties in accordance with established policies and procedures in such a manner as to facilitate harmonious relations.
- Attend meetings, prepare reports, and maintain records.
- Prepare letters to residents in relation to enforcement and interpretation of Municipal By-Laws.
- Prepares and maintains detailed files and notes.
- Respond to all inquiries and complaints from concerned residents and ensure necessary action in a timely manner.
- Research and prepare reports on investigation matters and proposed By-Laws.
- Assist with the development and implementation of comprehensive Municipal By-laws.
- Attend court proceedings in relation to By-Laws.
- Liaise with all levels of government and other agencies.
- Track and compile statistical information in relation to By-Law enforcement and report on information as requested.
- Provide recommendations regarding By-law Enforcement.
- Provide assistance as required by other Municipal Departments where By-Law issues arise.
- Responsible to adhere to the Occupational Health and Safety Act and Municipal Health and Safety Policy.
- Responsible for adhering to the Municipal Code of Conduct, Occupational Health & Safety Act and all Municipal policies.

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- Ensures confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

**Qualifications:**

- A University Degree or College Diploma in Law Enforcement, Security, or a related field.
- Minimum of two years' experience as a Municipal By-Law Enforcement Officer.
- Certified Property Standards Officer (CPSP) and/or Municipal Law Enforcement Officer (MLEO) is preferred.
- Knowledge of Municipal By-laws, applicable provincial and federal statute and regulations, rules of evidence, property rights, Freedom of Information and Privacy legislation, Municipal Act etc.
- Must have, and maintain, a valid class "G" driver's license with a clean driver abstract.

**Key Performance Competencies:**

- Judgment in interpreting vague or ambiguous policy or legislation.
- Excellent judgement to exercise proper and full authority in a judicious service-oriented manner.
- Skilled in resolving contentious issues appropriately and effectively.
- Strong conflict resolution skills.
- Strong investigative skills.
- Ability to prioritize workload and work with limited supervision.
- Ability to interpret all municipal by-laws and relevant legislation including Property Standards By-law.
- Strong and effective oral and written communication and strong interpersonal skills to deal with members of the public, all levels of staff etc.
- Proficiency and experience with Computer and programs.

**Health and Safety:**

All Employees are responsible to be aware of, understand and follow Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

**Supervision:**

This position does not require the incumbent to supervise or direct the work of others.

**Contacts:**

Internal: Has contact with all employees and Council.

External: With the public, other Municipalities, private businesses, developers, contractors, lawyers, and all levels of government.

**Work Environment:**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions of the job.

- Typical office environment conditions with frequent travel outside the office to complete inspections, potentially in temperature extremes and less than desirable conditions. Minimal travel outside the office to attend meetings/conferences/seminars.

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- Works in an environment that is subject to interruption and demands accuracy and attention to detail.
- Tasks are somewhat diverse, and some interpretation is required.
- Work can be confidential in nature and requires discretion.
- 40-hour work week and may require occasional overtime.
- Works within the administrative policies and procedures of the Municipality.
- Often required to deal with minor conflicts/complaints.
- Requires the general understanding of the public's needs.
- Frequent exposure to minor disagreeable working conditions and occasional exposure to major disagreeable conditions including hazards.

**Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their fingers for typing. There is a limited degree of physical skills, coordination and speed required. Occasionally performs intricate or repetitive tasks. Activities include driving, sitting, standing, reaching, walking, considerable visual attention to details and movement of average weight materials. This job has some capability to control interruptions and pace of work.

**Impact of Error:**

- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality and have legal as well as long-term consequences.
- Financial impact could occur if accuracy is not a top priority.
- Safety can be an issue if errors are made.
- Possible lawsuits if errors occur.
- Decisions have an impact on the work of others within the department.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job; however, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date